

DEPARTMENT OF THE ARMY
MEDICAL DEPARTMENT ACTIVITY
Fort Huachuca, Arizona 85613-7079

MEDDAC Memorandum
No. 25-2

15 August 2006

Information Management Program
FORMATTING AND STAFFING MEDDAC PUBLICATIONS

	PARA	PAGE
HISTORY-----	1	1
PURPOSE-----	2	1
SCOPE-----	3	1
REFERENCES-----	4	1
RESPONSIBILITIES-----	5	1
APPENDIX A - Flow Chart for Publication Process---		A-1
APPENDIX B - Sample Staffing Memo-----		B-1
APPENDIX C - Summary of Changes-----		C-1
APPENDIX D - Format Sample-----		D-1
APPENDIX E - Sample Review Coordination Log-----		E-1

1. HISTORY. This issue publishes a revision of this publication.

2. PURPOSE. The purpose of this memorandum is to establish a uniform method for formatting and staffing MEDDAC publications.

3. SCOPE. This memorandum is applicable to all personnel assigned or attached to the United States Army Medical Department Activity (MEDDAC), Fort Huachuca, AZ.

4. REFERENCES.

4.1 AR 25-30, The Army Integrated Publishing and Printing Program.

4.2 MEDCOM MEMO 25-2, Preparation of Administrative Publications

5. RESPONSIBILITIES.

5.1 Existing publications will be reviewed by the proponent at least once every 18 months or more frequently if necessary.

5.1.1 The Publication Officer will email a request for publication review to the proponent (with a carbon copy (cc) to the appropriate Deputy), attaching a copy of the existing publication (in MS Word).

*This memorandum supersedes MEDDAC Memo 25-2, dtd 18 Nov 03

5.1.2 The proponent will review the publication and respond to the Publication Officer within 5 working days as to the disposition of the publication (i.e. publication is under revision, publication is no longer needed or publication requires no change).

5.1.3 The Publication Officer will review the response and forward the response to the appropriate Deputy for comment.

5.1.4 If the Deputy concur/non-concur with the proponent on the disposition of the publication one of the following will occur:

5.1.4.1 If the publication is to be revised the Publication Officer will return the publication to the proponent via email for revision. The proponent will have 14 working days to staff the publication, complete the revision, and return the revised publication via email to the Publication Officer.

5.1.4.2 If the publication is no longer needed the Publication Officer will take the appropriate steps to delete the publication.

5.1.4.3 If the publication requires no change the Publication Officer will change the date of the publication and if necessary change any signature blocks and post it to the WEB page Index of Publications with the new date after final approval by Executive Committee (EXCOM).

5.1.5 If the Deputy does not concur a detailed listing of the reasons for non-concurrence will be sent, along with the publication packet, thru the Publication Officer to the proponent.

5.1.6 If the proponent disagrees with the Deputy findings they may request a meeting with the Deputy to set forth the reasons for the disagreement.

5.2 New publications will be sent to the Publications Officer via email for editing. The publication officer will review the publication and make any necessary changes (ie, format, spelling, etc).

5.3. Upon completion of any necessary changes the Publication Officer will email the new publication to the appropriate Deputy for review and presentation to the EXCOM which meets on the 2nd Wednesday of every month. The EXCOM will make final approvals on all publications.

15 August 2006

MEDDAC MEMO 25-2

5.4. Upon approval of the EXCOM the publication officer will do a final edit, give the publication a number and have it posted to the MEDDAC WEB site.

The proponent of this publication is the Information Management Division, USAMEDDAC. Users are invited to send comments and suggested improvements on DA Form 2028 directly to Commander, USAMEDDAC, ATTN: MCXJ-IM, Fort Huachuca, AZ 85613-7079

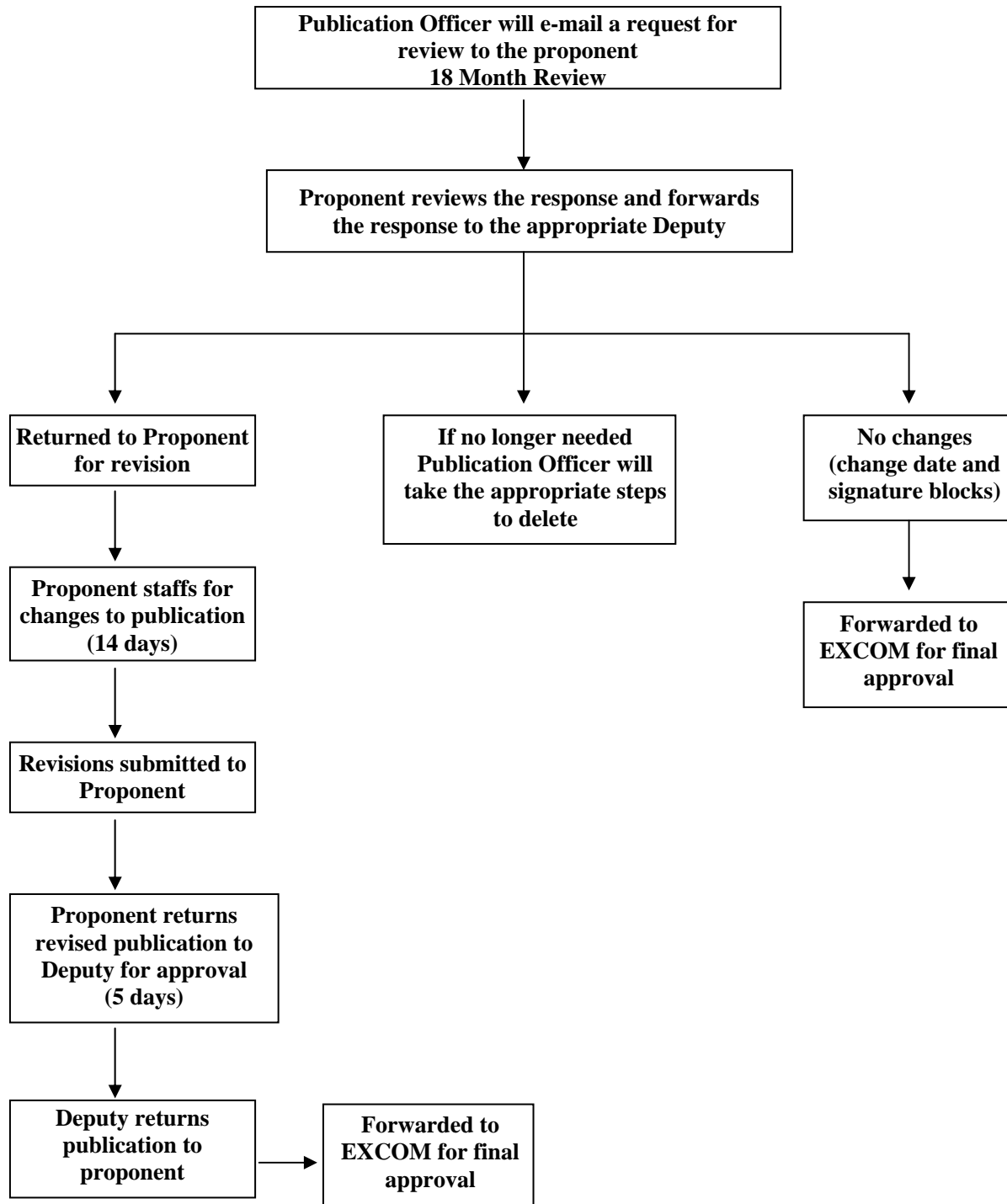
FOR THE COMMANDER:

OFFICIAL:

GREGORY A. SWANSON
LTC, MS
Deputy Commander for
Administration

ROBERT D. LAKE
Information Management Officer
DISTRIBUTION: 5

APPENDIX A

MEDDAC Publication Process

15 August 2006

MEDDAC MEMO 25-2

APPENDIX B
SAMPLE STAFFING E-MAIL MEMORANDUM

OFFICE SYMBOL

DATE

MEMORANDUM FOR

SUBJECT: Review of MEDDAC Memorandum #

1. Enclosed is MEDDAC Memo # for your review and comments or corrections. Please annotate any corrections on the DA 2028 cover sheet.
2. If you have no corrections or comments please annotate on DA 2028 that you approve the publication as is.
3. Please review and return by suspense date.
4. For assistance contact, name, at phone number.

Encl
as

Signature Block

APPENDIX C
SUMMARY OF CHANGE (REVISED PUBLICATION)

MEDDAC Publication #
Publication Title

PURPOSE: Brief paragraph of purpose of publication. (This can be the PURPOSE paragraph from the publication.)

SUMMARY OF CHANGES: The proponent will list a summary of important changes to this publication. When the revision to the regulation is small in scope, changes to the original publication should be referenced by paragraph number, subparagraph number and page and mapped to paragraph number, subparagraph number and page on the revised DRAFT.

SAMPLE:

Paragraph 5e, page 2, This paragraph has been deleted.

Paragraph 3, page 1, Changed to Paragraph 4, page 1 to read as follows: This publication is applicable to MEDDAC personnel to include Yuma Health Clinic.

APPENDIX D
FORMAT SAMPLEMEDDAC PUBLICATION #
DEPARTMENT OF THE ARMY
MEDICAL DEPARTMENT ACTIVITY
Fort Huachuca, Arizona 85613-7040MEDDAC Memo
No. 25-213 August 1998
(date on same line with publication number)General Series Heading
(series is the numbers before the dash in the publication number
i.e. Information Management Program for 25 series)PUBLICATION TITLE
(title of the publication will be in all caps)

	PARA	PAGE
HISTORY-----	1	1
PURPOSE-----	2	1
SCOPE-----	3	1
REFERENCES-----	4	1

1. HISTORY: This paragraph will consist of one of the following only:

This issue publishes a revision of this publication.

This is the first printing of this publication.

2. PURPOSE: Brief synopsis of purpose of publication.

3. SCOPE. Who does this publication apply.

4. REFERENCES: List all references, each reference will be a separate subparagraph. If more than 10 references place in an appendix and state "See Appendix A."

The above paragraphs are mandatory and will always be the first four paragraphs of any MEDDAC publication.

After the reference paragraph, an explanatory paragraph may follow which will state the background of the publication.

The subsequent paragraphs prescribe the administrative details for carrying out the desired action. Each numbered paragraph will have a title. The steps to be taken are prescribed in a logical or chronological sequence. Employ short sentences with clear and concise language.

15 August 2006

Supersessions will appear at the bottom of the first page. Place a line 20 spaces long and then under the line *plus supersession notice.

SIGNATURE PAGE

Proponent identification block goes directly under last line of publication, sample:

The proponent of this publication is (Division Title), USAMEDDAC. Users are invited to send comments and suggested improvements on DA Form 2028 directly to CDR, USAMEDDAC, ATTN: (Your Office Symbol), Fort Huachuca, AZ 85613-7079

FOR THE COMMANDER:

OFFICIAL

DCA SIGNATURE BLOCK

SIGNATURE BLOCK
INFORMATION MANAGEMENT OFFICER

DISTRIBUTION:

A

PUBLICATIONS WILL ONLY BE SENT TO THE EDITOR IN MS WORD

PAGE, TABS AND FONT SETUP FOR PUBLICATIONS
TO SET PAGE SETUP:

CLICK ON FILE

CLICK ON PAGE SETUP

CLICK ON MARGINS

This page should read as follows:

Top Margin: .6

Bottom Margin: .6

Left Margin: 1

Right Margin: 1

Gutter: 0

Header: 0

Footer: 0

Apply to: Whole Document

Click on OK

DO NOT PUT HEADERS OR FOOTERS IN THE DOCUMENT PUBLICATION OFFICER
WILL TYPE IN ON THE EVEN PAGES MEDDAC PUBS NUMBER AND ON ODD
PAGES DATE, AND TYPE IN PAGE NUMBERS.

Type Heading down to INDEX. First line will be the publication
number all the way to the right if this is a revision precede the
publication number with a *. Second thru fourth line will always
be centered and exactly as follows:

DEPARTMENT OF THE ARMY
MEDICAL DEPARTMENT ACTIVITY
Fort Huachuca, Arizona 85613-7079

Then set Tabs as follows.

1. TABS SET FOR INDEX PORTION OF PUBLICATION;

CLICK ON FORMAT

CLICK ON TABS

FIRST CLEAR ALL

TYPE IN TAB STOP POSITION: 5

CLICK NUMBER 3 FOR LEADER

CLICK SET

CLICK LEFT FOR ALIGNMENT

CLICK OK

2. TABS SET FOR REST OF DOCUMENT (RIGHT AFTER INDEX)

CLICK ON FORMAT

CLICK ON TABS

FIRST CLEAR ALL

TYPE IN TAB STOP POSITIONS ONE AT A TIME: .4 (click set),

.8 (click set), 1 (click set), 1.4 (click set)

CLICK LEFT FOR ALIGNMENT

CLICK OK

YOU CANNOT SUBPARAGRAPH ANY LOWER THAN THIS AND REMEMBER IF YOU
HAVE A 1 YOU MUST HAVE A 2

When typing the document you will use the tab key when typing the subparagraph number or letter. You will not use the tab key for double spacing between periods and next words or after the subparagraph number. You will double space.

THE FONT FOR MEDDAC PUBLICATIONS IS COURIER REGULAR 12. YOU SHOULD SET THIS PRIOR TO TYPING THE PUBLICATION.

There will be no underlines or bolding in a publication.

If these instructions are followed, it will drastically cut down on the editing time and correction time needed to prepare publications for signature.

SAMPLE INDEX AND SIGNATURE PAGE

(Right Justify) *MEDDAC MEMO 40-22

DEPARTMENT OF THE ARMY

US ARMY MEDICAL DEPARTMENT ACTIVITY
Fort Huachuca, Arizona 85613-7040

MEDDAC MEMORANDUM
No. 40-22

(space or tab over)

10 Aug 98

(Center)
Medical Services
MEDICAL TREATMENT OF MINORS

	<u>PARA</u>	<u>PAGE</u>
HISTORY-----	1	1
PURPOSE-----	2	1
SCOPE-----	3	1
REFERENCES-----	4	1

1. On the first page of a publication you will start by placing the publication number in the upper right corner (if you know the number is not changing). Revisions only the number will be preceded by a star *MEDDAC MEMO XXX (you can right justify this line).

2. Hit return and type in the heading. Hit return and type in publication type and date, hit return and type in No. and actual number of publication (if know, otherwise leave blank). Hit return and center series of publication (as in sample Medical Services), hit return and type in title of publication IN FULL CAPS (as in sample MEDICAL TREATMENT OF MINORS).

3. Now you are ready to type in the index. The first four paragraphs of all publications will be History, Purpose, Scope and References in that order.

The History paragraph will be one of the following:

1. If this is a revision:

History: This issue publishes a revision of this publication.

2. If this is a new publication:

History: This is the first printing of this publication.

The Purpose is a brief paragraph explaining the purpose of publication.

The Scope or Applicability paragraph explains whom this publication applies to.

The Reference paragraph will list all reference material (i.e., AR 25-400-2, Modern Army Record Keeping System). The title of the reference must be exact. It is not necessary to include the date of the material. The Publications Officer will check the DA Pamphlet to verify the material you are referencing is still valid.

If this is a revision, at the bottom of the first page type a 20 space underline and directly under it type a star and then:
*This publication revises MEDDAC (whatever the previous publication was, i.e., MEDDAC Reg 1-1) and the date of the previous publication.

THE SIGNATURE PAGE

PREPARE THE PROPONENT BOX AS BELOW REPLACING Patient Administration with your division and the ATTN: line with your office symbol.

Immediately following the box type FOR THE COMMANDER: (in full caps). Then you will have four returns, typing on the fifth line, type the word OFFICIAL: in full caps; type in DCA's signature block in center of page; after last line of DCA's signature block return and type in Information Management Officer's name, press enter and then type Information Management Officer; press return and type in DISTRIBUTION: press enter and type A or B or C distribution type. Remember distribution for publications is alphabetical: A = down to section level, B = division/service/department chiefs, and C = medical personnel.

The proponent of this publication is the Patient Administration Division, USAMEDDAC. Users are invited to send comments and suggested improvements on DA Form 2028 directly to Commander, USAMEDDAC, ATTN: MCXJ-PA, Fort Huachuca, AZ 85613-7040

FOR THE COMMANDER:

OFFICIAL:

Name
LTC, MS
Deputy Commander for
Administration

Name
Information Management Officer

DISTRIBUTION: A

APPENDIX E
SAMPLE PUBLICATION REVIEW COORDINATION LOG
(You can use this log to track whom you have sent the publication
to for review or staffing not mandatory)

PUBLICATION NUMBER	SENT TO	SUSPENSE DATE	STATUS	COMMENT